

FLORIDA ATLANTIC RESEARCH AND DEVELOPMENT AUTHORITY (THE “AUTHORITY”)

INTERNET USE POLICY

EFFECTIVE AUGUST 14, 2024

This Policy governs all employees’ use of the Authority’s Internet system. The Internet is to be used to further the Authority’s mission, to provide effective service of the highest quality to the Authority’s clients and staff, and to support other direct job-related purposes. The various modes of Internet access are Authority resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Other Authority Policies Incorporated

Internet usage is strictly governed by all Authority policies and practices, including but not limited to all employment policies and standards of conduct of the Authority. Under no circumstances are pornographic or harassing materials to be sent, viewed, or received using Authority equipment or facilities at **any** time. Please see the President if you have questions regarding any policies or practices.

Security and Confidentiality

Internet users are prohibited from intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the network. Unauthorized downloading of software over the network is prohibited. The President will provide a safe method for downloading software that will also honor licensing agreements and fees.

Internet users must maintain the security and confidentiality of Authority information and personal addresses or phone numbers of Authority employees. Unauthorized access to the Authority’s confidential, financial and strategic information is prohibited.

Limitations on Personal Use

Employees are not permitted to use the Internet for personal reasons during regular business hours, but only during breaks, provided that they adhere to all Authority policies. Any abuse of this privilege will result in revocation of the employee’s personal use privileges.

Legal Issues

Internet users are prohibited from transmitting any material or using the Internet in violation of any federal or state law. This includes but is not limited to copyright infringement, discrimination, negative statements regarding other companies or clients, or the communication of unlawful materials. Employees should assume that all communications and information accessible via the network are copyrighted. Plagiarism is prohibited.

The Authority's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any Authority resources for illegal activity is grounds for immediate dismissal, and the Authority will cooperate with any legitimate law enforcement activity.

Privacy

The Authority has software and systems in place that can monitor and record all Internet usage. Employees should be aware that our security systems are capable of recording (for each and every user) each World Wide Web site, each chat, newsgroup or e-mail message, and each file transfer into and out of our Internal networks, and the Authority reserves the right to do so at any time. **No employee has a reasonable expectation of privacy in his or her Internet usage.**

The Authority will periodically access, screen, and disclose use of the Internet system in order to determine whether employees are violating any applicable policies. The Authority will review Internet activity and analyze usage patterns and may choose to publicize this data to assure that Authority Internet resources are devoted to maintaining the highest levels of productivity. In addition, the Authority reserves the right to inspect any and all files stored in private areas of our network in order to ensure compliance with this policy. Such inspection includes material sent over and received from the Internet. Employees have no ownership or privacy expectations regarding such data.

Appropriate Communication

Only those employees who are duly authorized to speak to the media, analysts or in public gatherings on behalf of the Authority may speak/write in the name of the Authority to any newsgroup or chat room.

Employees are prohibited from sending anonymous messages or using aliases on the Internet. All messages sent from an Authority address must comply with all Authority policies.

Violations

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should

not be put on the Internet.

Abuse of the Internet access provided by the Authority in violation of law or the Authority's policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Any violation of this policy may be grounds for discipline, up to and including termination. Employees are expected to report any misuse of the Internet, or attempted infiltration by outsiders into the system, to their supervisor.

ADOPTED THIS 14th DAY OF AUGUST 2024